



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

December 21, 2011

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

PRESENT: Mayor Russell Killen, Mayor Pro Tem Mike Chalk, Councilors Terry Gleason, James Roberson, and Dustin Tripp.

ABSENT: Councilor Jeff Eddins.

Staff Members Present: David York, Town Attorney; Seth Lawless, Town Manager; Suzanne Yeatts, Town Clerk/HR Director; Chris Hills, Planning Director; Fred Boone, Town Engineer; Tracy Pedigo, Public Works Director; Jimmy Overton, Finance Director; Shawn Brown, Public Safety Director; Jason Godwin, Assistant Police Chief; Mark Batey, School Resource Officer; Lawrence Capps, Public Safety Officer; Tim Guffey, Fire Chief; Mike Boshart, Firefighter First Class, Neil Brantley, Fire Captain; Jason Boggs, Fire Lieutenant; Keith Archambault, IT Administrator.

Meeting called to order by Mayor Killen at 7:00 p.m.

WELCOME

Welcome by Mayor Killen.

INVOCATION

Invocation by Mayor Killen.

ITEM I. ADOPTION OF AGENDA

...Motion by Mayor Pro Tem Chalk to adopt the agenda with the following amendments:

MOVE: Two items from Item V. Consent Agenda to Item X. New Business:

A. Surplus Property Disposal Policy
B. Contract Approval Authority Policy

ADD: Cheswick and Poplar Creek Village Letters of Credit Discussion to Item VIII. Town Attorney

Motion seconded by Councilor Roberson and carried unanimously.

ITEM II. APPROVAL OF MINUTES

None at this time.

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

Recognition of Vickie Powers

Mayor Killen recognized Vickie Powers for 25 years of service with the Town and showed appreciation for her service ending on December 31, 2011. Mayor Killen also noted there will be an event held in January to present her with her gun and badge.

ITEM IV. PUBLIC

Anyone may speak on an issue not included on tonight's agenda. Before speaking, please state your name and address.

A. Open to the Public

No one approached.

B. Report on Citizen Inquiries

None at this time.

ITEM V. CONSENT AGENDA

Items moved to New Business upon adoption of agenda.

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

If you anticipate speaking during a public hearing at tonight's meeting, print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.

None at this time.

ITEM VII. SET PUBLIC HEARINGS

None at this time.

ITEM VIII. TOWN ATTORNEY

Cheswick and Poplar Creek Village Letters of Credit Discussion

Town Attorney David York reviewed the stipulations regarding the letters of credit for Cheswick and Poplar Creek Village and recommended approval for staff to call the letters if not received by December 28, 2011.

...Motion by Councilor Gleason to authorize staff to call letters of credit as of the close of business December 28, 2011 and to grant an additional day if necessary at staff's discretion. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM IX. OLD BUSINESS

ZTA-11-11 Chapters 9 and 10 Comprehensive Edit
ORD #11-12-21-001

Planning Director Chris Hills review the zoning text amendment regarding the comprehensive edit of Chapters 9 and 10.

...Motion by Councilor Roberson to adopt statement of plan consistency and reasonableness of action, to approve ZTA-11-11, and to adopt Ordinance #11-12-21-001. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM X. NEW BUSINESS

A. Liaison Appointment Revision

Mayor Killen appointed Councilor Eddins as the Chamber of Commerce liaison and noted he will replace Councilor Roberson who was appointed at the December 5, 2011 meeting.

B. Chamber of Commerce Lease Renewal

Town Manager Seth Lawless reviewed the proposed lease renewal with the Knightdale Chamber of Commerce for property located at 207 Main Street noting the following two changes:

- Utilities will be paid by the Town (former lease did not state this)
- Termination of lease by Town will be allowed upon 18 months prior written notice

...Motion by Councilor Tripp to approve lease agreement with Knightdale Chamber of Commerce. Motion seconded by Councilor Roberson and carried unanimously.

C. Surplus Property Disposal Policy

Council expressed the need to have the Surplus Property Disposal Policy reviewed by the Town Attorney.

...Motion by Councilor Gleason to approve the Surplus Property Disposal Policy subject to the Town Attorney's revisions. Motion seconded by Councilor Roberson and carried unanimously.

D. Contract Approval Authority Policy

Council expressed the need to have the Contract Approval Authority Policy reviewed by the Town Attorney.

...Motion by Councilor Roberson to approve the Contract Approval Authority Policy subject to the Town Attorney's revisions. Motion seconded by Councilor Gleason and carried unanimously.

ITEM XI. OTHER BUSINESS

None at this time.

ITEM XII. COMMITTEE REPORTS

A. Planning and Engineering
No report.

B. Finance
No report.

C. Public Safety
No report.

D. Nominating
No report.

E. Liaison Reports
No report.

ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

...Motion by Mayor Pro Tem Chalk at 7:20 p.m. to enter closed session to consider matters related to acquisition of real property.

Motion seconded by Councilor Tripp and carried unanimously.

...Motion by Councilor Roberson to instruct Town Attorney to initiate condemnation proceedings for the Tart and Faison properties if easement is not obtained by January 13, 2012. Motion seconded by Councilor Gleason.

ITEM XIV. ADJOURNMENT

...Motion by Councilor Roberson to adjourn at 7:35 p.m. Motion seconded by Councilor Gleason and carried unanimously.



Mayor Russell B. Killen



Town Clerk Suzanne M. Yeatts